

Attendant Care Meeting Agenda

Wednesday – March 21, 2007

I. Welcome/Introductions

II. Approval of Minutes

III. Update from Other Sub-Groups/Answers to Posed Questions

IV. Finalize Module Discussion: Hiring, Benefits and Background Checks

V. PCA Rights and Responsibilities

V. Overview of Additional Issues

- Worker Training
- Tasks Delegated to Workers

V. Timelines/Objectives

VI. Future Meeting Dates

VII. Responsibilities for Next Meeting

VIII. Adjournment

Consumer Directed Care – Attendant Care Sub-Group

Date of Meeting: March 21, 2007

Minutes Prepared By: Jakenna Lebsock

1. Purpose of Meeting

- Member Introductions
- Topics for Consideration
- Identify Items Needing Further Research
- Define Meeting Framework

2. Attendance at Meeting

| <i>Name</i> | <i>Company</i> |
|-------------------|--------------------|
| Gwen Dean | ABIL |
| April Charpiot | |
| Joanne Helmer | Evercare |
| Donna Van Der Zee | Pima Health |
| Jakenna Lebsock | P/GLTC |
| Fernando Cruz | ABIL |
| Liz Toone | Yavapai County LTC |
| John Black | AHCCCS |
| Jane Hjdeldness | Heart Felt Help |
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Absent: Denise Chambers – P/GLTC; Tony DiRienzi – SILC; David Besst – DES/DAAS

3. Meeting Notes, Decisions, Issues

Gwen welcomed the group to the meeting. Liz moved to approve the minutes from the last meeting; there was no objection. The first topic of discussion was an update on the other sub-groups. The key points included: (Refer to Legal/FI Q&A attachment for more information)

- From the questions posed at the previous meeting:
 - Many of the program responsibilities are going to fall on the PC
 - Tiered pay will also be a decision of the PC due to the different cost of living in areas across the state
 - Not sure about fingerprinting, background checks, etc. at this time – new legislation in the state may dictate this
 - Still uncertain about Medicaid exemptions – John will follow up with Alan about this
 - Coding will probably be used for administrative costs, etc. There will probably a code for 4-5 different types of service
 - This is still being worked out; Alan will have more on this later

3. Meeting Notes, Decisions, Issues

Q. Did we include the CPR and First Aid in the various costs that would be incurred by program participants?

It was included. Alan had not previously considered the TB tests, etc. These things will probably be coded. Some things may be required of the attendant in the first year, with the program covering the costs after the first year.

- This group believes that attendants should have to get it on their own to start with and then the program should try and cover the costs afterwards.

Q. This is supposed to be a consumer-directed initiative – do all these requirements take away from the choice? Do the regulations hinder the consumer?

Maybe all of this should be brought to the Steering Committee...do they NEED a background check, a TB test, etc. Is it truly consumer choice at that point? Does there have to be some regulation in order to make sure the attendant can do the job? Do other states require all of these things, part of them?? What about consumers that want the services? Should all these things be options and if they don't want them they sign off on them. What happens to liability?

- There should be a list of hiring options and training options...the consumer should go through and mark which one(s) that they want for their caregiver. (This will be discussed at the Steering Committee meeting)
- Legal group should address the legality of training, etc. – what is required.
- Need to keep in mind that this group is here for the Attendant; they need some training to protect themselves
- Need to remember that when people are looking for a job, they don't necessarily have the money up front – may want to consider a payroll deduction from the first check.
- If we are mentally capable – we are responsible for our own decisions

Q. Could there be an interim hiring process?

If you know you want to hire someone, could they start at one point and then have to meet the requirements over a certain period of time. If they want a background check, but don't want to wait...can they hire now and then have the option of firing if they don't like what the background check says.

How many codes are there going to be? Will there be too many codes for the PCs? Where will the money for the administrative "codes" come from? Will it take away from an attendant's hours?

Example:

- Money would be given to the FI (\$14) – they would pay an attendant \$9, the extra \$5 would be used for administrative overhead.

For the training manual – could we just use the SILC manual and adapt it to the CDC program? It would save a lot of time.

For the legal group – could attendants drive the consumer? What would be required? There would have to be an educational component for this to be an option?

- Maybe this should be on the checklist

3. Meeting Notes, Decisions, Issues

Module Discussion

- What about backup plans? This has to be determined in order to know how to plan with the consumer. What happens if they use Nurse Finders or something like that – what happens to the cost??
- Review of the Module (refer to attached Module outline)

For the Handbook and Training Module:

- Use the Arkansas' University for Developmental Disabilities (refer to links in email)
- Everyone should look at the PCA manual and critique it on what should be changed.

Q. How will vacation be dealt with?

They do not get vacation pay, but they could mention that they want the time and that can be built into the contingency plan.

Rights and Responsibilities

Please refer to the attached list of R&R's.

The member group should make a decision on how members are let go: do they need to give them a two-week notice or if they are done with them, they're done.

- Ideally word it: Give a two-week notice to the PCA if s/he will be let go unless there is an unsafe situation.

For the Next Meeting: (April 26, 2007; 11:00-2:30)

- Finalize the Training Module
- Critique/Review Attendant Handbook
 - All members should have reviewed the Arkansas Developmental Disabilities document and noted any changes they feel are necessary
- Review and approve a clean copy of the PCA Rights and Responsibilities document

Handouts:

- Minutes from previous meeting
- CDC Update
- Rights and Responsibilities handout

4. Action Items

| <i>Action</i> | <i>Assigned to</i> | <i>Due Date</i> | <i>Status</i> |
|--|--------------------|-----------------|---------------|
| Review Arkansas PCA Manual – critique it and decide what changes should be made; will review at next meeting | All members | 4/26/07 | |
| Update list of Rights and Responsibilities | Jakenna | 4/26/07 | |
| Send training components to Jakenna; copies will be made for all group members | Gwen; Jakenna | 4/19/07 | |
| Revise and provide copies of forms being used by Member Group | April; Jakenna | 4/26/07 | |

5. Next Meeting

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|--------------|----------------|--------------|------------|------------------|--|
| <i>Date:</i> | April 26, 2007 | <i>Time:</i> | 11:00-2:30 | <i>Location:</i> | AHCCCS (801 E. Jefferson); Ocotillo Room |
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